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CITY OF MORROW, GEORGIA **MAYOR AND CITY COUNCIL MEMBERS**

Mayor John J. Lampl II
Mayor Pro Tem Van T. Tran
Councilwoman Dorothy Dean
Councilwoman Renee S. Knight
Councilman Khoa Vuong

April 28, 2020 Work Session Minutes

Mayor John J. Lampl II called the Work Session Meeting of the Morrow City Council to order at 6:41 pm on April 28, 2020. The meeting took place in the Council Chambers of the Morrow Municipal Complex located at: 1500 Morrow Rd, Morrow, and GA 30260.

Discussion Items

1. Review of Meeting Agenda

GDOT Non-Discrimination Agreement

The City Manager requested that the GDOT Non-Discrimination Agreement be added to the Regular Meeting Agenda, the agreement is due for renewal. The purpose of the agreement is to ensure that there is no discrimination in a Federally Funded project. Item 10:

10. Approval and authorization to execute the Georgia Department of Transportation, Title VI Non-Discrimination Agreement.

Online Payments Update

The City Manager explained that the PubliQ Software Agreement was reviewed by the Finance Director- Angela Hudson and had been modified to reflect month to month commitment.

Georgia Power Proposal- Discussion

The Mayor explained that the Council made some authorization in during the previous council meeting to repair damages to two poles. Georgia

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Power has since submitted two proposals to repair the poles for \$62,432.50 and for \$9414.60, totaling \$71847.10.

State Farm Claim- Discussion

The Mayor explained that the damage sustained at one of the light poles is due to an automobile accident. The driver's insurance company- State Farm covers property damage in the amount of \$25,000. The Mayor further explained remaining repair costs will be funded from the Product Development Fees.

Tornado Siren Placement- Discussion

The Mayor explained that several locations have been identified for the placements of the tornado sirens. He further stated that one of the selected locations-Watterson Park, located in the Stratford Arms subdivision has been a challenge and that the City must work with Georgia Power who owns the easement in order to move forward with the installation of the tornado siren at the location. Councilwoman Dean raised concerns about the volume, the City Manager pointed out that the siren is loud; however, it is only test once a month for 15 seconds.

Stop Sign at Clayton St Blvd and Northlake Drive- Discussion

The Mayor invited the Police Chief Callaway to speak. The Police Chief explained that the Clayton State Police Chief expressed some concerns with him regarding the number of accidents that have occurred at Clayton State Blvd and Northlake Drive. He explained that within the past 5 years Morrow Police has handled 6 automobile accidents compared to Clayton State Police who has handled 26 accidents with injuries. The Clayton State Police Chief inquired is the City would agree to placing stop sign at Clayton State Blvd and Northlake Dr. The Mayor explained where the stop sign would be located and that by placing the stop sign at the location, it would slow the traffic and will allow pedestrians to walk across the street.

Destination Marketing Organization- Discussion

The Mayor stated multiple responses had been received in response to RFQ's for the Destination Marketing Organization and the Social Media Coordinator. During the discussion, he explained that 2 responses were received for the DMO. He advised that Clarity

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Consulting Group has offered to provide an hourly rate to set up the DMO for the City. The Mayor informed the Council that the City must have a DMO and creating its own DMO will be beneficial. Councilwoman Knight voiced concerns of receiving a response to the RFQ by a non-DMO and the differences between the two responses that were received; she requested that the Council look deeper into the matter. Mayor Lampl clarified that the request for qualification is an opportunity for the Council to select the best option that has been presented. Councilwoman Dean requested clarification of the services that the consulting group would provide. The Mayor explained that they would be contracted at an hourly rate based on need.

COVID-19 - Update/Discussion

Mayor Lampl and the City Manager praised the staff members who coordinated with Augusta University, the Georgia National Guard and Stericycle to provide a COVID-19 testing site within the city. Councilwoman Dean inquired on the protocol to receive testing. The City Manager advised that within the last 48 hours the site had evolved into a walk-up/drive-thru site, she advised that there is screening process; however, so far no one has been denied testing. Councilwoman Dean also wanted to ensure that the city was still encouraging the community to continue to take precautions to reduce the spread of the virus. Mayor Lampl reminded everyone that the local businesses had received re-opening guidelines and have been advised of the importance of following them.

Budget- Update/Discussion

Mayor Lampl called on Finance Director Angela Hudson to explain the City's current financial status. She informed the Council that she is currently working on the FY 21 budget. The General Fund's operations revenue is exceeding expenditures by \$1.3 million, despite being behind in the occupational tax revenue collection and the losses from the Morrow Center. She commented on the staff's adherence to the spending freeze as a factor. She also noted that because there has been a net gain from the Hotel/Motel tax and due to the frugality of the departments, the city is currently in a good

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financial position. Progress has been made with the processing of Bank reconciliations, February is currently reconciled. She informed the Council of the need for updated software in order to streamline and enhance services. During the discussion she also stated that the PubliQ software contract had been negotiated by terms set by the Council. She also informed the Council that she had reached out to GEMA regarding COVID-19 expenditures and will be requesting 100% reimbursement.

8:16pm-Paused for Regular Meeting

Municipal Court- Update

Mayor Lampl called on Court Administrator Essie West to provide an update on the status of Municipal Court. She informed the Council that all courts have been cancelled until May 13th and the Municipal Court has selected June 1st to resume sessions. It has been proposed that court will be held every week on Monday and Wednesdays; Thursdays has also been considered in order to handle the backlog of cases. The court will be implementing social distancing measures by reducing the number of defendants per court session and by purchasing transmitters for the parking lot to notify defendants of when to enter the court room for their hearing. Defendants will also be notified that anyone not associated with the case will be required to remain outside. Ms. West advised that the 1st arbitration hearing was a success. All parties had a better understanding of the ordinances and requirements. Ms. West advised that Council that she was still awaiting information regarding the opportunity to offer a similar process for those on probation for minor offenses.

Business License- Update/Discussion

Business license have been deferred until June 1st, the Mayor has encouraged business owners who are having financial difficulty in paying to contact the City Manager or the Finance Director in order to make some arrangements.

Hotel/Motel Tax Audits

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More data needed. Deferred until the next meeting

Property Tax Collection

More data needed. Deferred until the next meeting.

Conference Center Operations- Update/Discussion

Morrow Center is projected to lose \$156,000 this year. Warren Thomas has submitted a marketing plan to the City Manager which will be forwarded to the Council for review. The Mayor advised that there is money available to implement the plan and has request Warren presence at the next Council Meeting to explain the losses and to discuss the marketing plan, milestones and expectations. The Finance Director advised that she will be meeting with Warren tomorrow to discuss the budget. An update will be provided at the next council meeting.

Conference Center Property--CAM -Update/Discussion

The City Manager informed that Council that she is awaiting a response from the Bond Attorney. During the discussion, the Mayor pointed out that \$2.5 million dollars is unaccounted for and highlighted the importance of locating those funds, and believes that the funds will be found. He also advised that there are several issues that need to be researched and addressed; bond refinancing, bond gaps and the sale of the property located at 1115 Mt Zion Rd, he stated that it did not appear that the City had approved the sale and questions if the City has claim to the title.

Southlake Vegetation

City Manager will provide an update at next Work Session.

Health Insurance-Discussion

The Mayor has requested clearer data regarding the health insurance benefits proposal. The City Manager informed the Mayor and Council that the Marsh and McClellan insurance representative, Sean Mitchell has offered to speak them without a quorum via Zoom Teleconference. She also noted that the proposal has not changed anything for the employees.

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Sanitation- Update/Discussion

The Mayor advised that of the few proposals received, WastePro was the most cost effective. He would like to negotiate an extra pick up service, keeping in mind those households that are multi-generational, that have more waste than the average household. Whether the negotiated price is for a single extra pick or a scheduled twice a week pick up. During the discussion he inquired if it would be possible for residents to purchase a garbage can at cost from the maker of the garbage can through the sanitation company. Councilwoman Dean inquired about the a la carte service; the City Manager advised that based on the contract only garbage and yard waste would be a la carte. The City Manager advised that she will provide additional information at the next meeting.

Budget Discussion Continued-

The Mayor advised of the need to review the departmental budgets, salaries, pay classifications and performance evaluations. Mayor Pro Tem Tran has requested to view staff responsibilities and qualifications so that the Council has a better understanding of the employees duties. She stated that she is able to provide a sample document displaying daily/weekly/monthly duties performed by employees.

Lake Harbin Sidewalk- Update/Discussion

The City Manager advised she is waiting to receive the construction administration expense documents from Mark Whitley before moving forward to bid. She advised the Council that she is able to proceed with an RFP without that information, which would be posted for 30-45 days. During the discussion Mayor Lamp highlighted the importance of moving forward with the SPLOST projects during this period which benefits citizens as well as workers. The City Manager advised that it has been difficult locating local contractors within the City as well as within Clayton County bid on the construction projects.

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Newsletter- Update/Discussion

The Mayor highlighted the importance of supporting our local businesses. The City Manager informed the Council that citizens would receive their newsletters on Wednesday. The newsletters were printed in multiple languages, notifying citizens that the local business community is open. The local businesses were pleased to receive the advertising from the City.

Lee Street- Update

The City Manager advised she will receive updated drawings from the Traffic Engineer on Friday.

Residential Streetlights- Update

The City Manager advised that 70 bulbs were replaced; she stated that a definitive plan is needed in order to monitor bulb outages. She advised the Council that she is waiting for an estimate for the upgraded green post light bulbs. Replacement is free with the current bulbs that are being used; however, there is a 3 month delay to replace them. For faster replacement service, the bulbs will need to be upgraded. She informed the Council that she is also waiting for an estimate from Georgia Power to replace the lights in the parks. The Mayor stated that from a public works standpoint is that progress is being made.

Job Openings- Update/Discussion

The Mayor stated that there are number positions we would like to have; however, based on the upcoming challenges we will be facing it is important to look at restructuring some of the positions that were advertised. An update was provided on the number of applications received from the Public Works Director position.

911 Center- Discussion

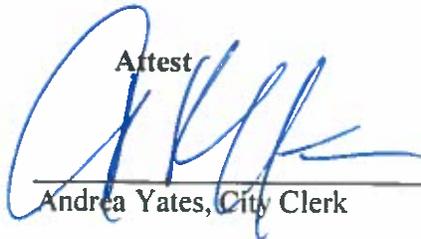
Councilwoman Dean requested that the Mayor briefly discuss re-instating the 911 Center. He stated that re-instating the communications center is up for debate. Lake City still hasn't received the promised Fire Station that was offered to them. During the discussion he stated that whenever someone calls 911

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they do not reach Morrow, one of the most cost effective ways to deal with that issue was to have the police department answer the non-emergency calls until 10 p.m., also in order to expedite service, individual radios are used to transmit information so that the calls are not on hold, waiting to be dispatched by Clayton County. Councilwoman Dean inquired on what would need to be done in order to have 911 provided by the City. He stated that the City would have to locate about \$1 million dollars, have a contractual agreement with Lake City to subsidize the cost and votes from citizens in order to consider doing so; but due to the current economic situation it may be unlikely. The City Manager advised that the ISO rating of 1 was reliant on the move to Clayton County, the Mayor noted that the rating is important to the Fire Chief, but as for the individual policy holder only a portion of the insurance costs are impacted by the ISO rating, once the ISO rating moves past a 3, the numbers no longer matter, other criteria is considered with regards to an individual's insurance premiums.

Approved this 12th day of May 2020.

Attest


Andrea Yates, City Clerk

CITY OF MORROW, GEORGIA



John J. Lampl II, Mayor



The City Council meeting will be held at the Morrow Municipal Complex
1500 Morrow Road Morrow, Georgia GA 30260